



# Business Intelligence Job Aid

## Accessing Cardinal Business Intelligence – COV Users

### Accessing and Using the Cardinal Business Intelligence Application

The Cardinal Business Intelligence (BI) application is a robust analytics tool that provides easy and transparent access to Cardinal Financials information through self-service reporting and analysis. Its highly interactive reports and drill-down capabilities are designed to empower executive, managerial, and agency staff to make smarter data-driven decisions. Effective with the implementation of the Cardinal Portal, only Commonwealth of Virginia (COV) users, with access to Cardinal, can access Cardinal BI.

The Cardinal BI application provides graphical summary analysis, with the ability to drill down and/or navigate to more detail, for all agencies operating in Cardinal. BI interfaces directly with Cardinal Financials nightly to enable timely analysis for your business needs. You can explore specific analytics categorized by function, including General Ledger, Accounts Payable, Accounts Receivable, Employee Expenses, and Procurement (VDOT only).

In Cardinal BI, you will be able to easily find answers to such questions as:

- How are expenditures and revenues tracking to appropriations? How does this year compare to last?
- Who are the top suppliers being paid by the Commonwealth? By my agency?
- How do pending supplier payments compare to cash balances?
- For my projects, how do actual expenditures compare to available budget or overall project amounts?
- What is the status of my recently submitted expense report? Has it been paid?
- What is the breakdown of travel expenses for my agency?
- How are funds being deposited by my agency? Who are my top customers?
- And many more!

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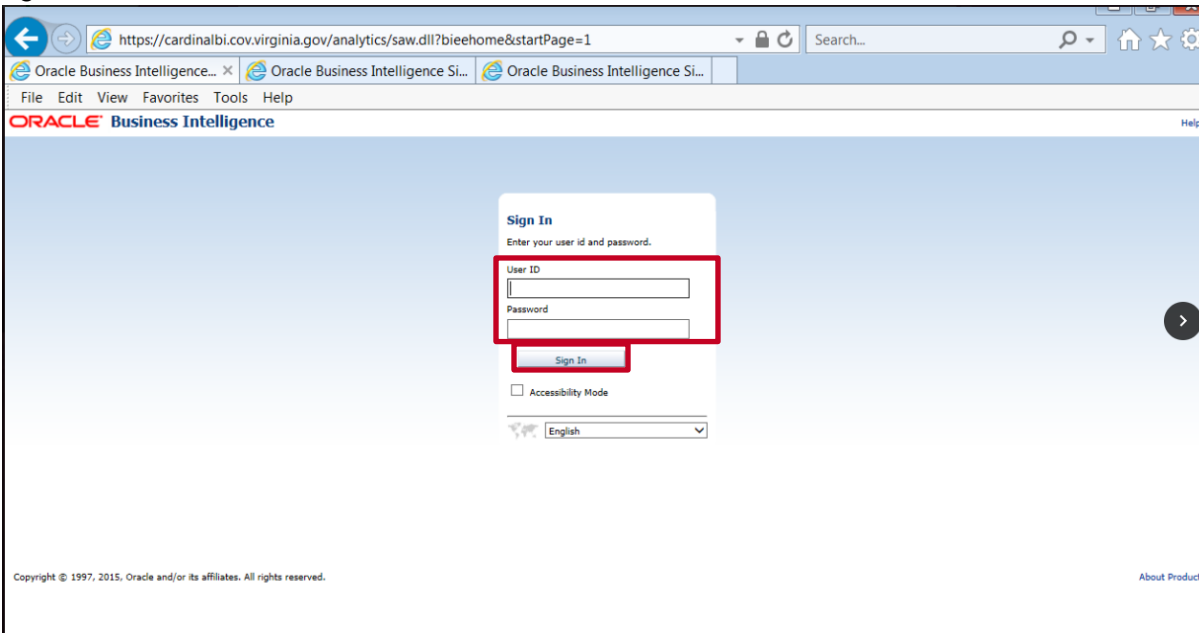
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### Cardinal BI Sign In

1. With the implementation of the Cardinal Portal, only Commonwealth of Virginia (COV) users, that have access to Cardinal, can access Cardinal BI by entering the following URL, [cardinalbi.cov.virginia.gov](https://cardinalbi.cov.virginia.gov), in their computer/device internet browser. Remember to bookmark this URL for future use.

**Note:** Users whose agencies are not using the Commonwealth of Virginia (COV) network; also referred to as Non-COV users ([see additional information below](#)), will not be able to access Cardinal BI.

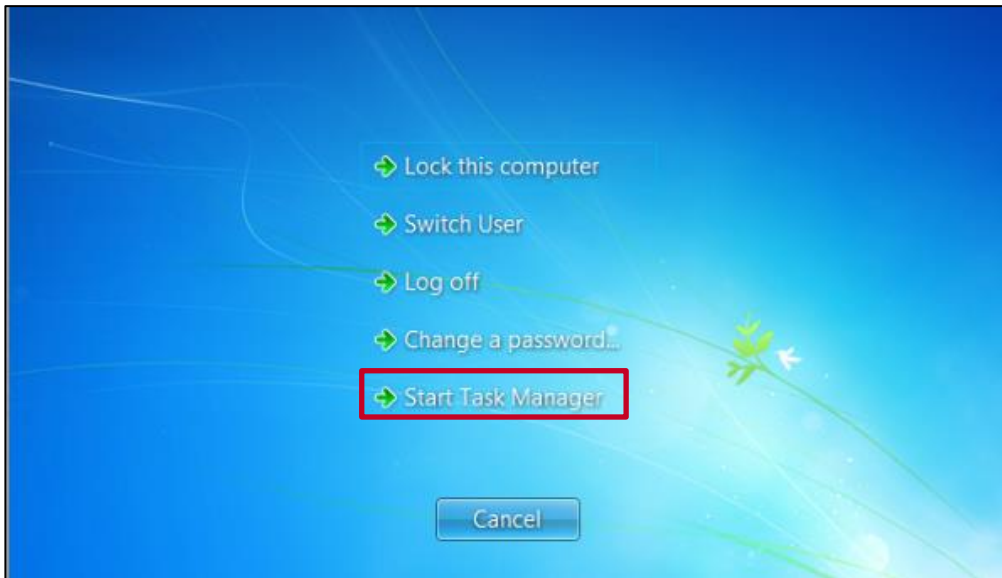
**Who is a Non-COV user?** These users, and their associated agencies, are not on the VITA managed Active Directory domain. Other references you may have seen before include: “outside of network”, “not supported by VITA”, “NCOV”, “SSLVPN”, “external”, “AUTH” or “SWAP” users. If you are unsure of your agency network, click [here](#) for a complete list of COV and Non-COV agencies.

A screenshot of a web browser displaying the Oracle Business Intelligence Sign In page. The browser's address bar shows the URL: https://cardinalbi.cov.virginia.gov/analytics/saw.dll?bieehome&startPage=1. The page has a light blue background with the Oracle Business Intelligence logo at the top left. In the center, there is a white box titled "Sign In" with the instruction "Enter your user id and password." Below this, there are two input fields: "User ID" and "Password". A red rectangle highlights both input fields and the "Sign In" button located below them. At the bottom of the sign-in box, there is a checkbox for "Accessibility Mode" and a language dropdown menu set to "English". The footer of the page contains the copyright notice "Copyright © 1997, 2015, Oracle and/or its affiliates. All rights reserved." and a link for "About Product".

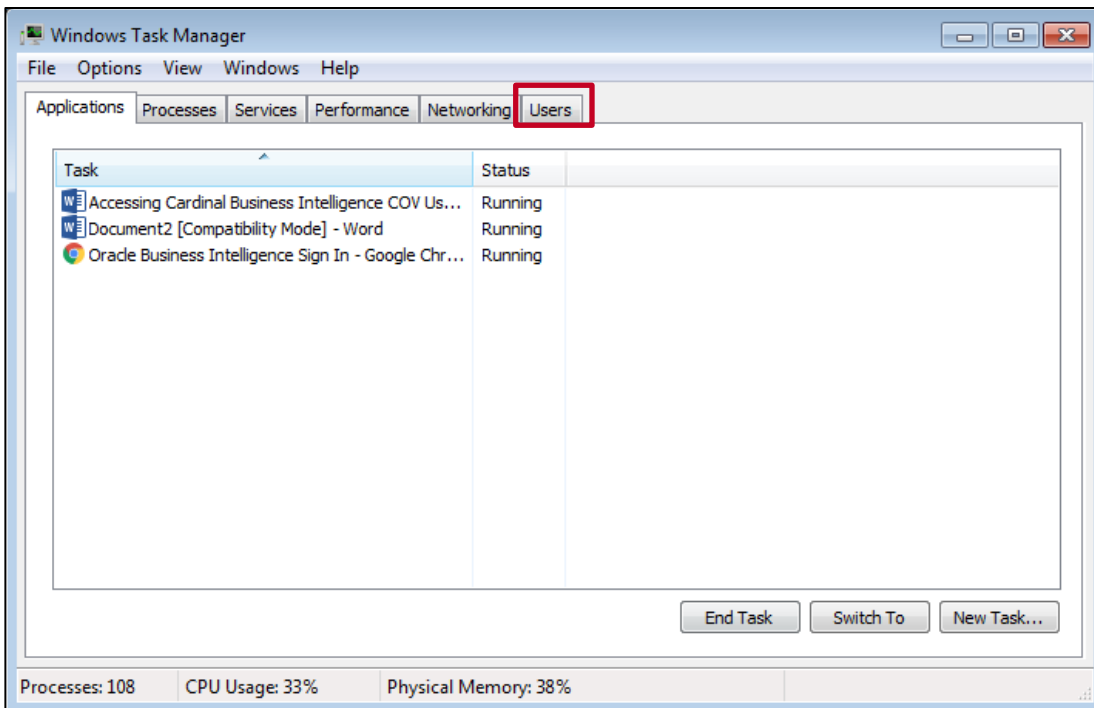
2. To log into Cardinal BI, enter your Network Logon ID/Alias in the **User ID** field. For most users, the Cardinal BI User ID will be the network alias that was used to log into Cardinal (for VDOT users this will typically be firstname.lastname). If you are unsure of your Alias, go to the [Finding Your Alias](#) section of this job aid.
3. Enter your network password in the **Password** field. Your Cardinal BI password is the same as the one you use to access Windows.
4. Click the **Sign In** button.

### Finding Your Alias

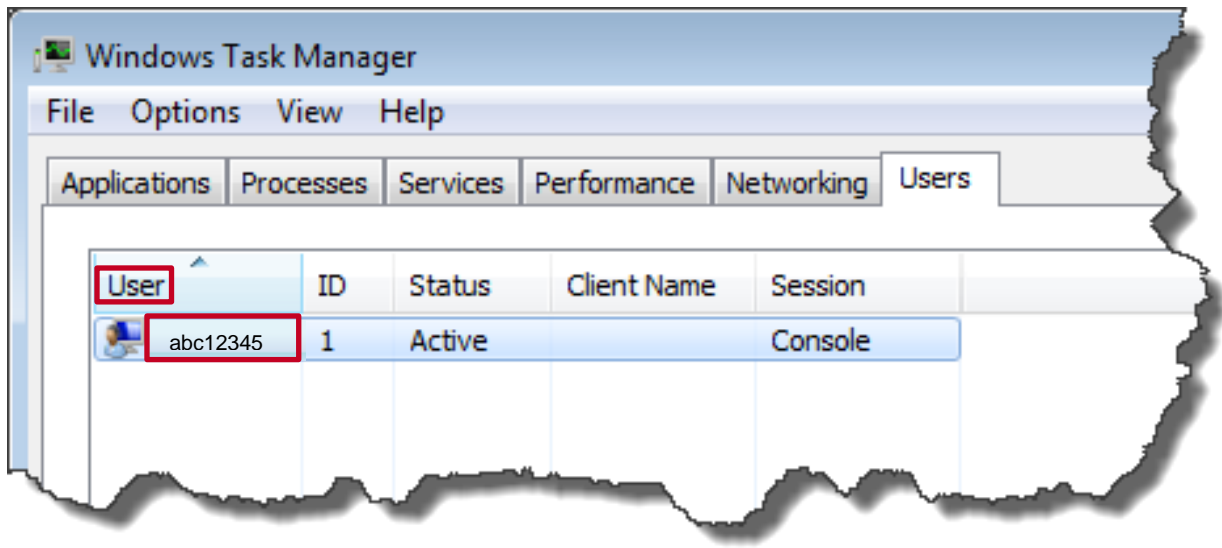
If you are unsure of your Alias, start by clicking the **Ctrl**, **Alt**, and **Delete** buttons simultaneously on your Desktop. Follow the remaining steps to find your Alias:



1. Click the **Start Task Manager** link.



2. The **Windows Task Manager** window displays.
3. Click on the **Users** tab.



4. The **Windows Task Manager** active user list displays.
5. In the **User** column, your Alias displays. In this example, the user's Alias is **abc12345**.

### Resources

To get the maximum benefits from Cardinal BI, please review these key resources:

1. The Cardinal BI101 web-based training course (**SW BI101 Cardinal Business Intelligence Overview**) provides an overview of how to use Cardinal BI and should be taken prior to logging into the application. The course is currently available on COVLC at <https://covlc.virginia.gov>.  
**Note:** Remember to complete the course via COVLC in order to receive credit.
2. Visit the Cardinal website at <http://www.cardinalproject.virginia.gov/> to find job aids in **Job Aids** under **Training**, as well as a link to Cardinal **Business Intelligence (BI)**, under **Applications**.
3. If you encounter a Cardinal BI application issue that cannot be resolved using the above resources, please submit a help desk ticket to [VCCC@vita.virginia.gov](mailto:VCCC@vita.virginia.gov) and include "CARDINAL BI" in the subject line (or it may not get routed to the correct team). Be sure to include important, related information (e.g., error messages, keystrokes, screen shots).